



UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA
OFFICE OF THE CLERK

KATHLEEN J. CAMPBELL
Executive Officer
Clerk of Court

PUBLIC NOTICE

**RE: THE CENTRAL GUIDE TO REPLACE THE COURT MANUAL
EFFECTIVE DECEMBER 9, 2021**

The Court is pleased to announce the release of [The Central Guide](#), a brand new digital tool to replace the Court Manual. The Central Guide is a one-stop digital database with hundreds of links to content that no longer needs to be in the Court Manual because it is already published on the Court's website in other locations. The Central Guide allows users to look up a specific Local Bankruptcy Rule ("LBR") and links to forms and instructions that match that LBR. Pertinent information found on the websites of the U.S. Trustee, U.S. District Court, Bankruptcy Appellate Panel, and Ninth Circuit Court of Appeals is also linked to The Central Guide.

The Central Guide replaces the Court Manual, which for 12 years has been an information workhorse, providing general information and tailored guidance that supports LBRs. In 2009, the Court Manual began as a 100-page PDF when the Court's website was in its infancy; over time, the Court Manual doubled in size with 10 appendices. Now that the Court's website provides searchable comprehensive information, it is time to retire the Court Manual.

The Central Guide can be accessed through the [Court's website](#) under "Rules and Procedures" and contains four sections: 1) Common Bankruptcy Procedures and Information, 2) Serving Documents and Giving Notice, 3) Judges' Procedures and Webpages, and 4) Matching a Local Bankruptcy Rule with Forms. A chart on page two compares the location of Court Manual content with its new location in The Central Guide.

The Court Manual will remain on the Court's website until March 31, 2022, to allow the public to transition to using The Central Guide. Approximately twice per year, The Central Guide will be updated as needed. In March 2022, the Court will conduct free public orientations to The Central Guide.

| Free Public Orientations: The Central Guide | | | | |
|--|---------------|---------------|----------------|---------------------------|
| March 7, 2022 | March 8, 2022 | March 9, 2022 | March 10, 2022 | March 14, 2022 |
| 2:00pm-3:30pm | 2:00pm-3:30pm | 2:00pm-3:30pm | 2:00pm-3:30pm | 12:00pm-1:30pm |
| ZoomGov | ZoomGov | ZoomGov | ZoomGov | Judge Zurzolo's Courtroom |
| <i>Registration information will be provided in February 2022</i> | | | | |

| Where can I find Court Manual Content in The Central Guide? | | | |
|---|---|---|--|
| The Central Guide Section 1: | | <i>Common Bankruptcy Procedures & Information</i> | |
| The Central Guide Section 2: | | <i>Serving Documents and Giving Notice</i> | |
| The Central Guide Section 3: | | <i>Judges' Procedures and Webpages</i> | |
| The Central Guide Section 4: | | <i>Match a Local Bankruptcy Rule with Forms</i> | |
| Court Manual Location | | The Central Guide Location | |
| Section 1 | General Information | | Throughout Section 1 |
| Section 2 | Filing a Bankruptcy Case | | Sections 1-03, 1-04, 1-05, 1-06, 1-07, 1-09 |
| | Filing Claims, Motions, Adversary Proceedings | | Section 1-08 ; Section 2 , Section 3 , Section 4 |
| Section 3 | CM/ECF Procedures | | Sections 1-07, 2-11 ; Section 4: 5005-5, 9036-1 |
| Section 4 | LOU Procedures | | Sections 1-15, 2-16 ; Section 4: 9021-1 |
| Section 5 | Other Court Technology | | Throughout Section 1 |
| Section 6 | List of LBR Forms | | Section 4: 1000 |
| Section 7 | App A – Phone Directory, Court Locations | | Section 1-02 ; Section 4: 1071-1 |
| | App B – Areas Served by the Central District of California | | Section 1-02 ; Section 4: 1071-1 |
| | App C – Info: Case Trustees & U.S. Trustee | | Section 2-04 |
| | App D – Federal & State Government Addresses | | Section 2-03 |
| | App E – Law Libraries | | Deleted |
| | App F – Judges' Copies | | Sections 2-02, 3-02 , Section 4: 5005-2 |
| | App G – Helpful Hints | | Deleted |
| | App H – Emergency Motion Contacts for a Judge's Staff | | Sections 2-07, 3-08 ; Section 4: 9075-1 |
| | App I – Notice & Service: 3 More Days to Act/Respond | | Section 2-10 ; Section 4: 9006(f), 9013(o), 3015-1(w), 7026-3 |
| | App J – Authority of Clerk to Sign Orders | | Section 4: 9021-1(c) |

To contact the Court with your feedback, questions, and suggestions, please send an email to comments@cacb.uscourts.gov.

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